



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 April 2025

DIVISION MEMORANDUM
No. **230** s. 2025

**DESIGNATION OF SCHOOL RESEARCH COORDINATOR FOR
SY 2025-2026 TO 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Order No. 13, s. 2015** titled **Establishment of a Policy Development Process at the Department of Education** that provides the framework for evidence-based policy making cycle and **DepEd Order No. 16, s. 2017** titled **Research Management Guidelines** which provides a comprehensive research guide, and in consonance with **DepEd Order No. 5, s. 2024** titled **Rationalization of Teachers' Workload in Public Schools and payment of Teaching Overload** which guides all DepEd offices and schools on the rationalization of teachers' workload and appropriate compensation and benefits, and states the allowed teaching-related assignments, this Office informs the field of the designation of Research Coordinator by school heads.
2. Special attention is invited to **page 7, A.4 Teaching-Related Assignments of DepEd Order No. 5** as this shall serve as guide for school heads in designating the School Research Coordinator for two consecutive school years.
3. Signed copy of the designation shall be submitted to the Planning and Research Section of the School Governance and Operations Division through tayabascity.sgod.prs@deped.gov.ph on or before **June 20, 2025**.
4. Enclosed is the suggested content of Research Coordinator Designation Order in the school level, with duties and responsibilities anchored on DepEd Order No. 16, s. 2017.
5. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



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Encl.: As stated
Reference: DepEd Order No. 13, s. 2015
To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION OF SCHOOL RESEARCH COORDINATOR

SGOD – designation of school research coordinator for sy 2025-2026 to 2026-2027
SGOBFOLO-002671/April 2, 2025

Enclosure 1 – Sample School Research Coordinator Designation Order

Date _____

Name of Designated Research Coordinator _____
Position _____

Dear Mr/Ms _____:

You are hereby locally designated as **School Research Coordinator** of (Name of School) aside from your duty as (position) for SY 2025-2026 to SY 2026-2027.

As such, you are to perform the duties and responsibilities pertinent to this position. Hereunder are your specific tasks:

1. provide directions on school research initiatives based on the identified priority research areas indicated in DepEd Order No. 39, s. 2016 or the Adoption of Basic Education Research Agenda (BERA) and other priority research areas in the division;
2. endorse approved research proposals to the Cluster Research Committee or Schools Division Research Committee (SDRC);
3. initiate the crafting of research in the school level and organize school-based research programs, projects and activities;
4. provide technical inputs to the researchers in their ongoing research;
5. conduct periodic monitoring of the research initiatives and research studies in school;
6. prepare and submit reports on the conduct of research-related activities to the Schools Division Research Committee;
7. ensure that all research activities in school are aligned with DepEd order No. 16, s. 2017 or the Research Management Guidelines and Division Memorandum No. 457, s. 2024 or the Revised Division Research Management Guidelines

This assignment does not entail extra compensation except for travel allowances, if authorized by the school.

NAME OF SCHOOL HEAD
Position/Designation _____

Received and accepted _____
Date _____